



## IC Memorandum 12-26

To: KEHP Insurance Coordinators (ICs)

From: Department of Employee Insurance (DEI)

Re: Open Enrollment for PY 2013

Date: July 20, 2012

It's that time of year again: Planning for Open Enrollment. The Department of Employee Insurance is working to make this another successful Open Enrollment for our ICs and members.

Once again, Open Enrollment will be a **PASSIVE ENROLLMENT**. This means members need to re-enroll **only** if they wish to do the following:

- Elect a healthcare and/or dependent care Flexible Spending Accounts (FSA). **Existing FSA elections will not rollover to 2013.**
- Make changes to their existing Health Insurance Plan Option and/or Coverage Level.
- Elect a different Waiver Health Reimbursement Account (HRA) option – Waiver HRA or Dental/Vision Only HRA.

If an online enrollment or paper application is not received during Open Enrollment, all 2012 Health Insurance Plan Options and Coverage Levels, Waiver HRA and the Waiver Dental/Vision Only HRA, will rollover to 2013. Although this is a passive enrollment, all members **must make an affirmative election and enroll each year** in their healthcare and/or dependent care Flexible Spending Accounts (FSAs).

Open Enrollment will begin on Monday, October 8 and end at midnight on Friday, October 26, 2012. ICs will have until November 2, 2012, to input their enrollment applications.

Benefit Fairs will begin on Monday, October 8 and end on Thursday, October 24. We are currently working to reserve locations. Once the dates are finalized, an update will be sent.

As more information becomes available, including training opportunities, we will be sending out Open Enrollment Updates.

If you have any questions for KEHP, please feel free to contact our Member Services Branch at 888-581-8834, Option #1.

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